



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
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AGENDA

PRE-PROPOSAL CONFERENCE
HARTSFIELD-JACKSON TECHNICAL SUPPORT CAMPUS
1255 LOOP ROAD, COLLEGE PARK, GA 30337

TUESDAY, MAY 15, 2012 – 10:00 A.M.

FC-5813, ON-CALL ELECTRICAL SURVEY SERVICES AT H-JAIA

1. **Opening and Introduction**
Clarissa Brome, CPPO, Contract Administrator
Procurement Process -- Information and Instructions to Bidders-Submittal FORMS
Mandatory Requirements, etc.
2. **Office of Contract Compliance (Appendix A)**
Representative Contract Compliance
Small Business Enterprise (SBE)
Forms in Appendix A – Larry Scott
3. **Finance/Risk Management (Form 2 & Appendix B)**
Finance / Risk Management
Insurance and Bonding Requirements – Neill Davis
4. **Department of Aviation- Project Scope**
Project Manager – Chris Rogers

Floor open to questions - Oral responses are not authoritative

PROPOSALS Due: Wednesday June 6, 2012, no later than 1:59 P.M.

SEALED PROPOSALS ARE TO BE RECEIVED AT THE:

City of Atlanta
Department of Procurement
55 Trinity Avenue
Suite 1900
Atlanta, Georgia 30303

If you have questions concerning this project, please direct your inquiries in writing to Clarissa Brome, CPPO, Contract Administrator, Department of Procurement, 55 Trinity Avenue, SW, City Hall South, Suite 1790, Atlanta, Georgia 30303, by e-mail cbrome@atlantaga.gov or by fax at (404) 658-7705. **All questions or inquiries pertaining to this project shall be submitted in WRITING no later than 5:00 P.M., on or before Friday, May 18, 2012. All replies will be made in writing via Addendum. Oral responses are not authoritative.**

NOTE: ALL ATTENDEES MUST SIGN IN. THANK YOU